



## ICMA Annual Conference Affiliate Meetings Policy

### Guidelines for Affiliate Activities

Any non-ICMA planned and approved activity, event, or meeting that is held during the 2022 ICMA Annual Conference Schedule is considered an affiliate activity and must be approved in advance by the International City/County Management Association (ICMA) Conferences & Sponsorships team.

Organizations (exhibitors, sponsors, not-for-profit groups, government agencies, etc.) that wish to hold meetings of any size or nature, and in any location during the 2022 ICMA Annual Conference Schedule **must complete the ICMA Affiliate Activity Form and have it approved by ICMA.** Affiliate activity guidelines are subject to change.

#### Please note:

1. One (1) ICMA Affiliate Activity Form must be completed for **each** meeting/event. Forms with more than one meeting/event listed will not be accepted and may delay the approval process.
2. The sponsor of the affiliated meeting/event is liable for any injuries or accidents to people or property while conducting ancillary functions.
3. Signage for the affiliated activity is only permitted directly outside of the assigned meeting room and must be provided by the sponsor, unless agreed to by ICMA. Directional signs, advertisements, banners, etc. are not permitted in hotel lobbies or the Greater Columbus Convention Center.
4. Affiliate Activity decisions will be e-mailed approximately 1-2 weeks following the receipt of the Affiliate Activity Form.

### **To be approved, affiliated activities must:**

- Support and be consistent with the nature of the 2022 ICMA Annual Conference
- Be directed towards 2022 ICMA Annual Conference participants. Affiliate Activity sponsors and participants must be 2022 ICMA Annual Conference registered attendees.
- Not conflict with or detract from the official 2022 ICMA Annual Meeting Schedule of Events/Program (see official ICMA Schedule of Events Meeting Times outlined below).
- Not be a separate ticketed event that requires attendees to pay a registration separate fee and register separately from the main conference registration platform.
- Companies may only host events if the organization is an official ICMA Exhibitor, Sponsor or Strategic Partner.
- Must be approved by ICMA.

These guidelines are meant to provide guidance for Affiliate Activity sponsors or hosts. If you have any questions about whether your activity qualifies as an Affiliate Activity, contact Judy Day with the ICMA Conference Team at [jday@icma.org](mailto:jday@icma.org).

## **Official ICMA Meeting Times**

Affiliate activities are PERMITTED during the following days/times (times are subject to change):

- |                           |                                |
|---------------------------|--------------------------------|
| • Saturday, September 17  | OPEN                           |
| • Sunday, September 18    | Before 2:30pm and after 6:30pm |
| • Monday, September 19    | Before 8:30am and after 5pm    |
| • Tuesday, September 20   | Before 10am & after 9pm        |
| • Wednesday, September 21 | After 11:30am                  |

Once the Affiliate Activity approval is granted, the organization must work directly with the hotel/convention center to make arrangements for the proposed meeting. All costs associated with the function (*e.g.*, room rental, food, beverage, audiovisual equipment, and labor, etc.) are the responsibility of the Affiliate Activity sponsor.

## **Personnel Meetings During the 2022 ICMA Annual Conference**

Personnel meetings may be held at any time during the 2022 ICMA Annual Conference if attendance is limited to that organization's representatives. Attendees are strictly prohibited from participating in these meetings.

## Consequences for Non-Compliance

If an Affiliate Activity is found to have violated the above Guidelines for Affiliate Activities, the sponsoring organization, the supporting organization, and the organizer of the meeting may:

- Be prohibited from holding an Affiliated Activity at future ICMA Annual Conferences
- Have their current registration revoked
- Lose a priority point for exhibit booth selection
- Suspension from the next year's ICMA Annual Conference